



Meeting Minutes

QU Academic Program Review and Curriculum Enhancement Committee (APR&CE)

Date of Meeting:	Sunday, January 13, 2013
Time of Meeting:	8:00 – 10:00 AM
Minutes Prepared by:	APLOA Office
Meeting No:	5
Meeting Location:	Executive Meeting Room, Administration Building, 3 rd Floor

1. Purpose of Meeting

Discuss Curriculum Enhancement Requests and new program proposal.

2. Attendees

<i>Name</i>	<i>Department/Division/Role</i>	<i>E-mail</i>	<i>Phone</i>
Dr. Adel Cherif	Director of APLOA / Chair	acherif@qu.edu.qa	4403 4007
Dr. Sherief Khalifa	Dean, Pharmacy, member	sherief@qu.edu.qa	4403 5561
Dr. Eman Zaki	College of Education / Member	Eman.Anwer@qu.edu.qa	4403 5124
Dr. Adam Fadlalla	Assoc. Dean for Acad. Aff., CBE, member	fadlalla@qu.edu.qa	4403 5070
Dr. Hussain Al Qassem	CAS, member	huseink@qu.edu.qa	4403 4610
Dr. AbdulAli Sadiq	CAS, member	a.sadiq@qu.edu.qa	4403 4687
Mrs. Wessam Almadhoun	Ass. Dean Student Aff., CAS, member	welmadhoun@qu.edu.qa	4403 4524
Dr. Ali Abdulmenom	Director of CCP, member	prof.ali@qu.edu.qa	4403 4043
Dr. Ramzi Taha	Assoc. Dean Acad. Aff., CENG, member	ramzitaha@qu.edu.qa	4403 4118
Dr. Mohsen Guizani	Associate Vice President Graduate Programs	mguizani@qu.edu.qa	4403 4014
Mr. Sean Dollman	Admission & Registration, member	sean.dollman@qu.edu.qa	4403 3707
Dr. Steven Wright	Assoc. Dean Planning & QA, CAS, member	swright@qu.edu.qa	4403 6520

2. Absent/Apologies

Dr. Mohamed AL-Khulaifi	Assoc. Dean for Acad. Aff., LAW, member	m.a.alkhulaifi@qu.edu.qa	4403 5296
Dr. Rashid Alammari	Dean, CENG, member	ralammari@qu.edu.qa	4403 4209
Dr. Dheen Mohamed	CSIS, member	mmdheen@qu.edu.qa	4403 4412

3. Invited

Dr. Hassan Abdel-Aziz	CAS, Director of Biomedical Program	hassan.aziz@qu.edu.qa	4403-4783
Dr. Samir Jaoua	CAS, Head of Dept. of Biological Sciences	samirjaoua@qu.edu.qa	4403-4536
Dr. Mariam Ali Al-Maadeed	Director, Advanced Materials Centre	m.alali@qu.edu.qa	4403-3990

4. Detailed Meeting Agenda

- **Follow up on previous committee meeting**
- **Curriculum Enhancement Requests**
 - **CEDU: Change Course prerequisite**
 - **CEDU: Change course ID for a number of courses**
 - **CENG: Change grade mode for a number of Graduate program courses**
 - **CAS, HNP: Change grade mode for dietetic practice courses**
 - **CAS, BIOM: Change course prerequisites**
 - **CAS: Removal of the Pre-Biomedical Requirement and change the prerequisite for BIOM 446 course.**
- **Review of New Program Proposal**
 - **Master in Materials Science and Technology**
- **Academic Program Review**
 - **CAS, ENV: Report on SSR Review by Committee Taskforce: Decide on course of action for peer review.**
- **Additional Topics**

5. Meeting Notes, Decisions, Issues

Dr. Adel welcomed committee members and presented the agenda for the meeting: Program representatives of the New Master of Science in Material Sciences and Technology proposal will be first invited to join the meeting to discuss the new program proposal followed by the representative of the Environmental Science UG program, then by the representative of the Biomedical Science program.

Curriculum Enhancement Requests

- **CEDU, Diploma Program – Add prerequisite to EDSE 565 course**

The College of Education, submitted a request to add EDSE 555 course as prerequisite to the EDSE 565 course as detailed below.

Program	Concentration Area (Track)	Course Id	Course title	Current Prerequisite	<u>New Proposed Prerequisite</u>
Diploma in Secondary Education	Chemistry	EDSE 565	Methods II: Inquiry and ICT For Chemistry	-	EDSE 555 Methods I: Instructional Strategies – Chemistry

Committee Action/ Recommendation

The committee agreed to **recommend approval** of the request.

- **CEDU, Primary Education Program – Change the course ID for a number of courses**

The College representative presented the program request to change the course ID for a number of courses offered within the Primary Education program as detailed in the table below. Since the program offers four different concentrations, the program decided to have the same course subject code “EDUC” for the courses titled “student teaching” with a different number for each concentration and to add the concentration area title in the course title to help students identify needed courses in Banner.

Current Course ID	Current Course Title	Proposed Changes	
		New Course ID	New Course Title
EDEC 481	Student Teaching	EDUC 481	Student Teaching - Early Childhood
EDPR 481	Student Teaching	EDUC 482	Student Teaching - Arabic Studies
EDMS 481	Student Teaching	EDUC 483	Student Teaching - Math and Sciences
EDEN 481	Student Teaching	EDUC 484	Student Teaching - English

Committee Action/ Recommendation

The committee agreed to **recommend approval** of the request.

- **CAS, Biomedical Sciences Program – Update the prerequisite for BIOM 446 course**

Based on the recommendation received during the program accreditation, the program request to update the prerequisite requirements for the BIOM 446 course titled “Urine Analysis and Body Fluids” as detailed below:

Course Code	Course title	Current Prerequisites	<u>New Proposed Prerequisite</u>
BIOM 446	Urine Analysis and Body Fluids	BIOM 211 AND BIOM 215 AND BIOM 322 AND BIOM 346	BIOM 215

Committee Action/ Recommendation

The committee agreed to **recommend approval** of the request.

Based on information provided by the program indicating that the current prerequisites were initially added in order to control student enrollment in the course, the ***committee also recommended*** to consider adding a registration restriction on the course such as setting a minimum number of Credit Hours required to register in the course as a mean to control registration in the course.

- ***CAS, Biomedical Sciences Program – Change in the admission process for the Biomedical Sciences program by removing the pre-Biomedical requirement***

The Biomedical sciences program director, Dr. Hassan, presented the program request to remove the Pre-Biomedical Science requirement for students applying for enrollment in the Biomedical Sciences program.

Currently, before admission in the Biomedical Sciences program, students are first admitted in the pre-Biomedical Science program. Only students admitted in the pre-Biomedical Science program and who satisfies a set of additional requirements may be admitted to the Biomedical Sciences Program.

The program representatives explained that current admission practice impacts students negatively and results in an inefficient use of the program resources. Indeed, students admitted to the pre-biomedical science program who did not satisfy the additional admission requirements for the Biomedical Science program and who transfer to other majors may have completed a large number of courses that may not be counted towards satisfying the degree requirements of their new major. Similarly, the program is using its resources to teach a number of students who will not be joining the program.

Based on the recent change in admission adopted at the College of Arts and Sciences where students declare their major after completing 12 CH, the program is requesting to change its admission requirements by removing the pre-Biomedical program requirement and adopting the CAS admission requirement for a minimum of 12 CH before applying for the program. Students are to be accepted directly into the major, instead of admission in pre-biomedical science.

The program representative also highlighted the fact that the proposed change will not impact the accreditation status of the program as this change was discussed during the accreditation visit with members of the accreditation visiting team who also recommended the change since direct acceptance into the program is a common practice at other accredited universities.

Committee Action/ Recommendation

The committee agreed to **recommend approval** of the request.

- ***CAS, Human Nutrition Program – Change of Grade Mode***

The Human Nutrition program at the College of Arts and Sciences requested to change the grade mode of the NUTR 494 and NUTR 495 courses as detailed below:

Course Id	Course title	Current Grade Mode	New Approved Grade Mode
NUTR 494	Supervised Dietetic Practice I	Letter Grade (A-F)	Pass/Fail with the possibility to assign both (I): Incomplete and (CC): Continuous
NUTR 495	Supervised Dietetic Practice II	Letter Grade (A-F)	Pass/Fail with the possibility to assign both (I): Incomplete and (CC): Continuous

Committee Action/ Recommendation

Committee members agreed to **recommend approval of the request.**

- **CENG, Graduate Programs Courses – Change of Grade Mode**

The College representative presented the program request to update the grade mode for a number of graduate program courses as detailed below:

Course Id	Course title	Current Grade Mode	New Approved Grade Mode
MUPD 760	Thesis focuses on Urban Design	Letter Grade (A-F)	Pass/Fail with the possibility to assign both (I): Incomplete and (CC): Continuous
GENG 606	Graduate Seminar	Letter Grade (A-F)	Pass/Fail with the possibility to assign both (I): Incomplete and (CC): Continuous
GENG 699	Master Thesis	Letter Grade (A-F)	Pass/Fail with the possibility to assign both (I): Incomplete and (CC): Continuous
EEMP 595	Master Thesis I	Letter Grade (A-F)	Pass/Fail with the possibility to assign both (I): Incomplete and (CC): Continuous

Committee Action/ Recommendation

Committee members agreed to **recommend approval of the request.**

New Program Proposal

- **CAS, Master of Science in Materials Science and Technology**

The program representatives, Dr. Ahmedna and Dr. Mariam, offered a brief overview of the program. The new approved Materials Science and Technology Master program was sent to External reviewers and revised based on the external reviewer’s feedback. Dr. Ahmedna and Dr. Mariam also presented the external reviewer’s feedback and the program responses to the received comments and suggestions.

Dr. Adel informed committee members that a taskforce was established to further review the program proposal and to work with the program in order to revise the proposal based on the taskforce findings and the committee discussions and recommendations. During the meeting, committee members discussed several aspects of the proposal and provided a number of recommendations.

Committee Action/ Recommendation

Committee members welcomed the program proposal and agreed to ***postpone decision*** on the committee recommendation until the taskforce completes its work with the program and communicates its finding and recommendations to the committee. Depending on the taskforce feedback and recommendations, the final committee recommendation may be reached through email communication without the need for further discussion in a committee meeting.

Due to the limited time available during the meeting to discuss all committee members’ findings and recommendations, committee members also recommended that program representatives schedule a meeting with the committee chair who is to communicate and further discuss with the program representatives the committee member’s additional findings and recommendations not covered during the meeting. The committee member’s recommendations are also to be communicated to members of the taskforce for follow up.

Issues discussed during the committee meeting include the following:

- ✓ Qatar University does not differentiate between full-time and part-time students at the graduate

level. The program should consider removing “part-time” students from the proposal.

- ✓ There is conflicting information in the proposal about program administration. It is not clear whether program administration falls under the responsibility of a new department of Material Sciences and Technology or under the responsibility of the Dean’s office without the need to create a new department.
 - ✓ Impact of increasing the number of CH for the thesis track from 6 to 12 CH particularly on Faculty workload.
 - ✓ The program title should be the same throughout the proposal.
 - ✓ The program learning outcomes should be revised as SLOs 2 & 4 statements are not clear, statement for SLOs 1 & 5 are also too general and not specific to the program, while this may be fine for SLO 5 as a rubric may be used to include program specific requirements for communication skills, statement for SLO 1 however should be more specific.
 - ✓ All courses have a Lab component. The program may need to consider whether there is a need for all proposed labs.
 - ✓ The program should consider offering bridge courses (usually a maximum of 4 courses and a maximum of 12 Ch are to be allocated in total to bridge courses). The admission committee at admission time may decide for each admitted student which courses among the bridge courses are to be required for each student, possibly none. Grade in bridge courses should not be included in student GPA even if the bridge courses may have a letter grade. A pass/fail grade mode may also be adopted for these courses.
 - ✓ The total number of credit hours assigned to courses (excluding Thesis) is limited to 23 for the Thesis option. It is recommended that the minimum number of credit hours assigned to courses in master programs is 24 CH. Thus, it is recommended to reduce the number of CH assigned to the Thesis to 6 or 9 CH in order to increase the number of CH assigned to courses.
 - ✓ The proposal does not include information about how project thesis/projects are approved by the program.
 - ✓ The program should develop a mapping between courses offered in the program and the 4 key material science related areas identified by one of the reviewers (properties of materials, processing of materials, science of materials, modeling of material behavior) to ensure that all 4 areas are properly covered at a depth appropriate to the program.
 - ✓ Collaboration with the Biomedical Sciences Master program should be considered and consultation with the program should be initiated.
 - ✓ Collaboration with the PhD program offered within the College of Engineering should be considered as the program offers a PhD in Material Science and Engineering.
- ***CAS, Environmental Sciences Program – Report on SSR Review by Committee Taskforce: Decide on recommendation of the course of action for the following peer review phase***

The Pre-Peer Review phase of the APR process was initiated for The Environmental Science undergraduate program following the recent submission by the program of its Self Study Report (SSR). The Head of the Biological Sciences Department responsible for the administration of the Environmental Sciences program, Dr. Samir, provided committee members with a brief overview of the CHES accreditation process.

The program submitted a comprehensive Self Study Report (SSR) to a consultant from CHES prior to a

pre-accreditation visit. During, the Pre-accreditation consultancy visit scheduled in 20-23rd February 2011, the consultant met with program Faculty, students, the college Dean and the VP&CAO and visited the program laboratories and facilities. The consultant made a number of recommendations captured in the CHES pre-accreditation report. The department reviewed the program based on the reviewer's recommendations and sent documentation to CHES for accreditation. Accreditation for the program was awarded in Spring 2012.

Dr. Ramzi Taha and Dr. Eman Zaki, members of the Pre-Peer Review Committee (PPRC), presented the PPRC findings and recommended that the program follow the "Fast Track Internal Review" course of action for the Peer Review phase. Committee members further discussed the PPRC recommendations and the program accreditation process and applied accreditation standards.

Committee Action/ Recommendation

The committee agreed to recommend the "Fast track Internal Review" course of action for the Peer-Review Phase.

Committee members also agreed to request the following documents from the program in order to best prepare for the following peer-review phase:

- The program is to send to the committee chair the comprehensive SSR submitted by the program prior to the pre-accreditation visit.
- Additional documents related to the program accreditation are to be sent to the Committee Chair.

5. Tasks and Assignments Generated During the Meeting

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Deliverables</i>
Provide additional material including the SSR sent to the CHES before the pre-accreditation process.	Dr. Samir	<u>Tuesday</u> <u>January 15th</u> <u>2013</u>	SSR and additional documents
Update the New Material Sciences and Technology Master program	CAS representatives	<u>Sunday</u> <u>February 10th</u> <u>2013</u>	Revised proposal

6. Next Meeting

Sunday February 17, 2013